



City of Milpitas

Mailing Address: 455 East Calaveras Boulevard, Milpitas, California 95035-5479 . www.ci.milpitas.ca.gov

DATE: March 24, 2015

TO: PROSPECTIVE CONSULTANTS

SUBJECT: **REQUEST FOR PROPOSAL (RFP) – ON-CALL CIVIL AND STREET DESIGN SERVICES**

Dear Prospective Consultant:

The City of Milpitas (City) is seeking the professional services of a qualified Civil Engineering consultant with civil, street, and utility underground design experience for analysis, design, preparation of construction plans, specifications, and estimate for public bid, construction support services, and other services related to civil engineering, street, and utility underground design services for the City's Capital Improvement Program (CIP).

The City intends to select the most qualified consultant(s) for one or more projects listed in Attachment A. Consultant(s) will be considered "on-call" for a period of 36 to 60 months (three years with two, one year extensions), or as otherwise established by the City for use in the completion of civil, street, utility underground design projects may be determined in the future. The City may use a ranked list of consulting firms based on their performance in the RFP proposal and interview process. The Consultant's services will be negotiated and have a budget and specific work scope.

The time period and potential future contracting opportunities for selected consulting firms are contingent upon acceptable ongoing performance by the consultant. Each project assignment will be performed on a "Task Order" basis. The budget for each Task Order will be negotiated based on the scope of work. A sample scope of work is included in Attachment B.

ANTICIPATED SCHEDULE:

RFP Proposal Due: April 10, 2015 by 5:00 pm at the Public Service Counter, Milpitas City Hall.

Notice to Proposers: Mid May 2015. Notice will be provided at least one week prior to the interview date.

Interviews: May 2015

PROPOSAL SUBMISSION REQUIREMENTS:

To be considered by the City as responsive to this RFP, the proposals shall meet minimum requirements and specifically address the information requested in each Section to allow the City to adequately review each firm's qualifications including their approach to providing the requested services.

The proposal shall be bound with tabs identifying each section. Four complete copies of the proposal must be furnished. Failure to comply with these requirements may be cause for a firm's proposal to be considered non-responsive and rejected.

The body of the proposal (Sections 1 through 4) shall not exceed 16 pages in 12-font size. References from other public agencies for similar work, resumes for the proposed project team, and any sub-consultants shall be provided in the Appendix (Section 5).

The City's standard consulting services agreement is provided in Attachment E for review of prospective consulting firms. **Consultants shall submit any requested minor changes to this standard agreement in Section 5 of their proposal. However, the City is not interested, and will not entertain extensive or material changes to the agreement document. The City is only interested in consulting firms that can execute the standard agreement without changes or reductions to the legal requirements of the agreement.**

The standard professional liability insurance requirement required by consulting firms is \$2,000,000. However, depending on the project, the City may require consultants to provide an additional \$2,000,000 in coverage for a total of \$4,000,000. Consultants shall include in Section 5 of their proposal the cost to provide the additional \$2,000,000 in professional liability coverage.

Consultants shall acknowledge in the proposal the project managers to be used for Task Orders. As a condition of potential contracting opportunity, the City will require that project managers specified in the proposal are actually used and no changes to the project team may be made without prior City approval.

Section 1. **Team** – This Section shall include the names and qualifications of key personnel to be used, their capacity or role, including applicable descriptions and dates of similar work these persons have been directly involved with (be specific about the duties performed). Provide names and qualifications of any sub-consultants, including the capacity and where they will be utilized. Provide an organization chart for your project team.

Section 2. **Project Understanding and Approach** – Describe your understanding of projects listed in Attachment A. Describe your proposed approach to complete each of these projects. Based on your experience, discuss your understanding of any potential problems that may be encountered with regard to the successful completion of any of the listed projects and how your firm would assist in solving these potential problems.

Section 3. **Rough Estimated Preliminary Cost & Schedule** – Provide a rough estimated construction cost estimate and estimate of the time required for the design and construction, to complete Project #2 as shown on page 5 of this RFP. Base your estimates on the information contained in this RFP only, and your firm's experience. Outside research is not necessary as this is a very rough preliminary estimate to see the firm's thought process and any anticipated problems. The cost estimate and schedule provided will be used for RFP evaluation purpose only.

Section 4. **Project Management** – Describe your firm's project management, cost control, and quality assurance and quality control system, which you propose to use for your project team and sub-consultants.

Section 5. **Appendix** – Provide resumes for proposed project team members and any sub consultants; references from other agencies for similar work performed; any requested minor changes to the City's standard consulting services agreement; the cost of an additional \$2,000,000 in professional liability insurance coverage; and, examples of previously completed civil, street, utility underground design improvement plans and specifications. Please limit the examples of previous work to no more than 4 reduced plan sheets and 10 pages of technical specifications from the same project plan set.

ELIGIBILITY REQUIREMENTS:

Once contacted for a contracting opportunity, the consultant must formally comply with the following eligibility requirements:

1. Key assigned staff's location or office must be within an hour's travel time of the City Engineer's office;
2. Key personnel identified in the proposal must be available for the project;
3. Capable of producing construction drawings in AutoCAD version 2013 or higher format and preparing or converting specifications to Windows Microsoft Word version 2003;
4. Perform a minimum of 51% of the dollar value of the design contract;
5. Licensed Civil Engineer in the State of California; and,
6. Successful complication of background and professional reference check.

SELECTION PROCESS:

- The City will review and rank the proposals, using the evaluation form in Attachment C. A Consultant Review Board will invite the firms determined to be the most qualified for meeting the City's project needs for an interview.

- It is the City's intention to convene the Review Board for interviews during **May, 2015**. The interview will consist of five to ten questions relating to specific elements (or technical areas) of any project listed in Attachment A.
- No formal presentations of the firms' history or personal experience of proposed project members will be allowed, since the Review Board has already considered this in the submitted written proposals.
- A consultants' final placement on the ranked list will be based on favorable evaluation of submitted proposals, the interview process, and satisfactory reference checks. It is anticipated that negotiation of the agreement for consulting services with the highest qualified consultant(s) will follow.
- A list of City support to the Consultant is shown on Attachment D. A sample copy of a standard City agreement is included in Attachment E.
- In order to be considered, all information requested must be submitted by 5:00 pm on **April 10, 2015**, at the Public Service Counter, Milpitas City Hall.

If you have any questions or desire additional information, please contact Sabeen Cochinwala at (408) 586-3303 or SCochinwala@ci.milpitas.ca.gov. Thank you for your interest.

Sincerely



Steve Erickson, PE
CIP Manager

| | | |
|--------------|---|--------------------------------|
| Attachments: | A | Projects |
| | B | Sample Work Scope |
| | C | Sample Evaluation Form |
| | D | City Support |
| | E | Sample City Standard Agreement |

copy: 2015 RFP – Civil & Street Design

ATTACHMENT A
POSSIBLE CAPITAL IMPROVEMENT PROJECTS

| PROJECT | WORK INVOLVED |
|--|---|
| 1 Milpitas Boulevard Plan Line Study | Preparation of a Plan Line Study to evaluate the feasibility of installing street lights, access control, pedestrian and bicycle improvements, and landscaped median islands on N. Milpitas Blvd between Jacklin and Sunnyhills Ct. |
| 2 Dixon Landing Road Plan Line Study (For RFP Estimation) | Preparation of a Plan Line Study to evaluate the widening of Dixon Landing Rd from N. Milpitas Blvd to I-880 from two lanes to three lanes in each direction and feasibility of right-of-way, sidewalk relocations, street lights, bicycle lanes, and streetscape in median and planter strips. |
| 3 Minor Traffic Improvements | Preparation of traffic studies, speed surveys, traffic counts, and minor traffic improvements including markings, signage, and undulators. |
| 4 S. Milpitas Boulevard Bike/Ped. Improvements | Preparation of Plan Line Study to evaluate opportunities and constraints to install Class I bicycle lanes and sidewalk along S. Milpitas Blvd between Calaveras Blvd and Montague Expressway. |
| 5 Street Resurfacing Projects 2016-2020 | Resurfacing of pavement including slurry seal, rehabilitation, and reconstruction of various streets including curb, gutter, sidewalk, curb ramps, and bike lanes. |
| 6 Traffic Signal Installation | Design of traffic signal at: Milpitas Blvd & Tramway Dr, S. Park Victoria Dr & Mt. Shasta Ave, and McCarthy Blvd & SanDisk Dr. |
| 7 Utility Undergrounding Districts | Utility engineering for Rule 20A underground of existing overhead utility facilities at various locations. |
| 8 Bridge Improvements | Preventative maintenance improvements Including deck resurfacing and crack sealing. |

ATTACHMENT A (CONTINUED)
POSSIBLE CAPITAL IMPROVEMENT PROJECTS

| PROJECT | | WORK INVOLVED |
|---------|--------------------------|---|
| 9 | Pedestrian Bridge Design | Coordinate with water district for requirements, design shoring, bridge support for prefabricated bridge for transit area pedestrian bridges over Santa Clara Valley Water District creeks. |

ATTACHMENT B
SAMPLE WORK SCOPE

Typical Project

POSSIBLE WORK DESCRIPTION

1. Initial project design meeting
2. Field investigation, data collection, & field survey
3. Coordinate and assist in obtaining permits and project approvals from the State and other agencies (as required by project)
4. Coordinate and assist in obtaining right-of-way (as required by project)
5. Coordinate and assist in obtaining electrical power service from PG&E (as required by project)
6. Coordinate and assist in preparation of environmental documents (as required by project)
7. Contact and coordinate utility relocations, adjustments to grade, and resolve design conflicts.
8. Prepare pre-design study report (if applicable)
9. Prepare conceptual design, cost estimating, and scheduling
10. Prepare and submit design calculations
11. Prepare and submit construction plans, specifications, and estimate, and scheduling of submittals (30%, 60%, 90%, and final design). Including submittal to Building Department for review, approval, and permit issuance as required.
12. Prepare and design C3 storm water treatment for roadway widening, new roadway, and other regulated projects.
13. Provide final study report (if applicable)
14. Provide bid support services
15. Provide construction engineering support including but limited to: review shop drawings, submittals, provide record drawings, prepare design change orders, attend construction meetings as required, and provide construction staking.
16. Implement Quality Control / Quality Assurance (QC/QA) practices. Consultant shall prepare plans, specifications, and estimate, calculations, and other documents with the highest level of quality, free of technical and grammatical errors. Consultant shall implement and maintain the following minimum quality control procedures during the

preparation of plans, specifications, and estimate, calculations, and all other documents relating to this project:

- Design and calculations are independently checked, corrected, and back checked by the Consultant
- When different disciplines are involved, means to assure that conflicts and misalignments do not exist;
- QC/QA program shall provide for review and assurance of complete coordination and compatibility between plans, specifications, and estimated quantities;
- QC program shall include field reviews and review of all pertinent materials to assure compatibility of design with existing facilities.
- City reviews of these documents shall not be considered part of the QC/QA program, but only intended to be for review of scope and to coordinate with other departments, QC/QA, compatibility, workable design and constructability of design is the sole responsibility of the Consultant.

17. Prepare Caltrans Local Assistance packages E-76 (Preliminary Environmental Study forms, right-of-way forms, calculate Disadvantage Business Enterprise goal, field review forms, Disadvantage Business Enterprise tracking) necessary to obtain authorization for bidding and project close out of federal aid funded projects.

ATTACHMENT C **SAMPLE EVALUATION FORM**

WRITTEN PROPOSAL EVALUATION

Consultant:_____

Project/discipline:_____

| Criteria | (a) weight | (b) score (0-10) | (a) x (b) Weighted score |
|--|---------------|---------------------|--------------------------------|
| 1. Team – Names and qualifications of key personnel to be used on this service, their capacity or role; including applicable descriptions and dates of similar work these persons have been directly involved with; be specific about the duties performed; Names and qualifications of any sub-consultants, including the capacity and project areas in which they will be utilized; | 3 | | |
| 2. Project Understanding and Approach – Describe your understanding of the projects and your proposed approach to complete the listed projects. Based on your experience discuss any potential problems that may be encountered with regard to any of the listed projects, and how your firm would assist in solving these potential problems; | 2 | | |
| 3. Schedule – Preliminary estimate of time (schedule) required to complete each project (design and construction); | 2 | | |
| 4. Project Management – Describe your project management and cost control system; | 1 | | |
| 5. References, overall impression and assessment. | 2 | | |
| TOTAL | 10 | | |

REMARKS:

ATTACHMENT D CITY SUPPORT

The City may provide the following support and information during the consultants' design process:

1. Define overall project scope and objectives;
2. Conduct presentations to community groups, City Management, Subcommittees, Commissions, and City Council, with consultant support/participation when required;
3. Provide record drawings of existing project facilities when available, however the City does not warrant the accuracy of such information, and providing this information does not limit the responsibility of the consultant to field verify the accuracy of information, and to provide or obtain survey or pothole information for other sources;
4. Provide water/wastewater flow data;
5. Provide environmental clearances (categorical exemptions only);
6. Provide contract boilerplate (front-end) in Microsoft Word format to Consultant;
7. Review, comment, and approve plans, specifications, and estimate submittals from Consultant;
8. Advertise and award consultant plans, specifications, and estimate for construction based on public bid requirements;
9. Conduct construction management, administration, and inspections of projects; and,
10. Provide a geotechnical and soils reports if available. If not available, consultant shall obtain a Geotechnical Engineer to complete any required work.
11. Provide title sheet and plant sheet title block in AutoCAD 2013.

ATTACHMENT E
SAMPLE AGREEMENT

**CONSULTING SERVICES AGREEMENT BETWEEN
THE CITY OF MILPITAS AND
CONSULTANT NAME**

THIS AGREEMENT for consulting services is made by and between the City of Milpitas, a municipal corporation of the State of California referred to herein as the ("City"), and Consultant Name, a California Corporation ("Consultant") as of Date.

AGREEMENT

Section 1. SERVICES. Subject to the terms and conditions set forth in this Agreement, Consultant shall provide to City the services described in the Scope of Work attached as Exhibit A at the time and place and in the manner specified therein. In the event of a conflict in or inconsistency between the terms of this Agreement and Exhibit A, the Agreement shall prevail.

- 1.1 Term of Services.** The term of this Agreement shall begin on the date first noted above and shall end on Date, the date of completion specified in Exhibit A, and Consultant shall complete all the work described in Exhibit A prior to that date, unless the term of the Agreement is otherwise terminated or extended, as provided for in Section 8. The time provided to Consultant to complete the services required by this Agreement shall not affect the City's right to terminate the Agreement, as provided for in Section 8.
- 1.2 Standard of Performance.** Consultant shall perform all services required pursuant to this Agreement in the manner and according to the professional standards normally observed by a practitioner of the profession in which Consultant is engaged in the geographical area in which Consultant practices its profession. Consultant shall prepare all work products required by this Agreement in a substantial manner and shall conform to the professional standards of quality normally observed by a person practicing in Consultant's profession.
- 1.3 Professional Skill.** It is mutually agreed by the parties that City is relying upon the professional skill of the consultant as a specialist in the work, and Consultant represents to the City that its work shall conform to the normal professional standards of the profession. Acceptance of the Consultant's work by the City does not operate as a release of Consultant's representations. It is intended that Consultant's work shall conform to normal standards of accuracy, completeness and coordination.
- 1.4 Assignment of Personnel.** Consultant shall assign only competent personnel to perform services pursuant to this Agreement. Exhibit A shall name any specific personnel who shall be performing services. In the event that City, in its sole discretion, at any time during the term of this Agreement, desires the reassignment

of any such persons, Consultant shall, immediately upon receiving notice from City of such desire of City, reassign such person or persons.

- 1.5 Time.** Consultant shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary to meet the standard of performance provided in Section 1.1 above and to complete Consultant's obligations hereunder.

Section 2. COMPENSATION. (Pick based on project) City hereby agrees to pay Consultant a guaranteed maximum price not to exceed spell out (\$000,000) or City hereby agrees to pay Consultant an amount not to exceed spell out (\$000,000.00) based on time and materials for all services to be performed and reimbursable costs incurred under this Agreement. City shall pay Consultant for services rendered pursuant to this Agreement at the time and in the manner set forth herein. The payments specified below shall be the only payments from City to Consultant for services rendered pursuant to this Agreement. Consultant shall submit all invoices to City in the manner specified herein. Except as specifically authorized by City, Consultant shall not bill City for duplicate services performed by more than one person.

Consultant and City acknowledge and agree that compensation paid by City to Consultant under this Agreement is based upon Consultant's estimated costs of providing the services required hereunder, including salaries and benefits of employees and subcontractors of Consultant. Hourly rates for personnel performing services shall be as shown in Exhibit B. Consequently, the parties further agree that compensation hereunder is intended to include the costs of contributions to any pensions and/or annuities to which Consultant and its employees, agents, and subcontractors may be eligible. City therefore has no responsibility for such contributions beyond compensation required under this Agreement.

- 2.1 Invoices.** Consultant shall submit invoices, not more often than once a month during the term of this Agreement, based on the cost for services performed and reimbursable costs incurred during the billing period. Invoices shall contain the following information:

- Serial identification of bills;
- The beginning and ending dates of the billing period;
- A Task Summary containing the original contract amount, the amount of prior billings, the total due this period, the balance available under the Agreement, and the percentage of completion, if applicable;
- At City's option, for each work item in each task, a copy of the applicable time entries or time sheets shall be submitted showing the name of the person doing the work, the hours spent by each person, a brief description of the work, and each reimbursable expense;
- The total number of hours of work performed under the Agreement by Consultant and each employee, agent, and subcontractor of Consultant performing services hereunder, as well as a separate notice when the total number of hours of work by Consultant and any individual employee, agent, or subcontractor of Consultant reaches or exceeds 800 hours,

which shall include an estimate of the time necessary to complete the work described in Exhibit A;

- The Consultant's signature.

2.2 Monthly Payment. City shall make monthly payments, based on invoices received, for services satisfactorily performed, and for authorized reimbursable costs incurred. City shall have thirty (30) days from the receipt of an invoice that complies with all of the requirements above and is otherwise acceptable to the City to pay Consultant. Ten (10) percent shall be retained by the City from each Agreement billing until the completion of the Agreement unless authorized differently by City. In the event that an invoice is not acceptable to the City, said invoice shall be returned to Consultant within thirty (30) days of the City's receipt of the invoice with a detailed explanation of the deficiency. City's obligation to pay a returned invoice shall not arise earlier than thirty (30) days after resubmission of the corrected invoice.

2.3 Total Payment. City shall pay for the services to be rendered by Consultant pursuant to this Agreement. City shall not pay any additional sum for any expense or cost whatsoever incurred by Consultant in rendering services pursuant to this Agreement. City shall make no payment for any extra, further, or additional service pursuant to this Agreement.

In no event shall Consultant submit any invoice for an amount in excess of the maximum amount of compensation provided above either for a task or for the entire Agreement, unless the Agreement is modified prior to the submission of such an invoice by a properly executed change order or amendment. In the event that Consultant identifies additional work outside the scope of services specified in Exhibit A that may be required to complete the work required under this Agreement, Consultant shall immediately notify the City and shall provide a written not-to-exceed price for performing this additional work.

2.4 Hourly Fees. Fees for work performed by Consultant on an hourly basis shall not exceed the amounts shown on Exhibit B.

2.5 Payment of Taxes. Consultant is solely responsible for the payment of employment taxes incurred under this Agreement and any other applicable federal or state taxes.

2.6 Reimbursable Expenses. Reimbursable expenses are shown on Exhibit B, and shall not exceed Fifteen Thousand Three Hundred and Seventy-eight dollars (\$15,378.00). Expenses not listed in Exhibit B are not chargeable to City. Reimbursable expenses are included in the total not-to-exceed amount of compensation provided under this Agreement.

2.7 Payment upon Termination. In the event that the City or Consultant terminates this Agreement pursuant to Section 8, the City shall compensate the Consultant

for all outstanding costs and reimbursable expenses incurred for work satisfactorily completed as of the date of written notice of termination. Consultant shall maintain adequate logs and timesheets in order to verify costs incurred to that date. The City shall have no obligation to compensate Consultant for work not verified by logs or timesheets.

- 2.8 Authorization to Perform Services.** The Consultant is not authorized to perform any services or incur any costs whatsoever under the terms of this Agreement until receipt of a written Notice to Proceed from the City.

Section 3. FACILITIES AND EQUIPMENT. Except as set forth herein, Consultant shall, at its sole cost and expense, provide all facilities and equipment that may be necessary to perform the services required by this Agreement. City shall make available to Consultant only the facilities and equipment listed in this section, and only under the terms and conditions set forth herein.

City shall furnish physical facilities such as desks, filing cabinets, and conference space, as may be reasonably necessary for Consultant's use while consulting with City employees and reviewing records and the information in possession of the City. The location, quantity, and time of furnishing those facilities shall be in the sole discretion of City. In no event shall City be obligated to furnish any facility that may involve incurring any direct expense, including but not limited to computer, cellular telephone, long-distance telephone, or other communication charges, vehicles, and reproduction facilities.

If the performance of the work specified in Exhibit A requires destructive testing or other work within the City's public right-of-way, Consultant, or Consultant's subconsultant, shall obtain an encroachment permit from the City.

Section 4. INSURANCE REQUIREMENTS. Before beginning any work under this Agreement, Consultant shall procure "occurrence coverage" insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Consultant and its agents, representatives, employees, and subcontractors. Consultant shall provide proof satisfactory to City of such insurance that meets the requirements of this section and under forms of insurance satisfactory in all respects to the City. Consultant shall maintain the insurance policies required by this section throughout the term of this Agreement and shall produce said policies to the City upon demand. The cost of such insurance shall be included in the Consultant's price. Consultant shall not allow any subcontractor to commence work on any subcontract until Consultant has obtained all insurance required herein for the subcontractor(s) and provided evidence thereof to City. Verification of the required insurance shall be submitted and made part of this Agreement prior to execution.

- 4.1 Workers' Compensation.** Consultant shall, at its sole cost and expense, maintain Statutory Workers' Compensation Insurance and Employer's Liability Insurance for any and all persons employed directly or indirectly by Consultant. The Statutory Workers' Compensation Insurance and Employer's Liability Insurance shall be provided with limits of not less than ONE MILLION DOLLARS (\$1,000,000.00) per accident. In the alternative, Consultant may rely on a self-

insurance program to meet those requirements, but only if the program of self-insurance complies fully with the provisions of the California Labor Code. Determination of whether a self-insurance program meets the standards of the Labor Code shall be solely in the discretion of the City Attorney. The insurer, if insurance is provided, or the Consultant, if a program of self-insurance is provided, shall waive all rights of subrogation against the City and its officers, officials, employees, and volunteers for loss arising from work performed under this Agreement.

An endorsement shall state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City.

4.2 Commercial General and Automobile Liability Insurance.

4.2.1 General requirements. Consultant, at its own cost and expense, shall maintain commercial general and automobile liability insurance for the term of this Agreement in an amount not less than ONE MILLION DOLLARS (\$1,000,000.00) per occurrence, combined single limit coverage for risks associated with the work contemplated by this Agreement. If a Commercial General Liability Insurance or an Automobile Liability form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit. Such coverage shall include but shall not be limited to, protection against claims arising from bodily and personal injury, including death resulting therefrom, and damage to property resulting from activities contemplated under this Agreement, including the use of owned and non-owned automobiles.

4.2.2 Minimum scope of coverage. Commercial general coverage shall be at least as broad as Insurance Services Office Commercial General Liability occurrence form CG 0001 (ed. 11/88) or Insurance Services Office form number GL 0002 (ed. 1/73) covering comprehensive General Liability and Insurance Services Office form number GL 0404 covering Broad Form Comprehensive General Liability. Automobile coverage shall be at least as broad as Insurance Services Office Automobile Liability form CA 0001 (ed. 12/90) Code 1 ("any auto"). No endorsement shall be attached limiting the coverage.

4.2.3 Additional requirements. Each of the following shall be included in the insurance coverage or added as an endorsement to the policy:

- a. City and its officers, employees, agents, contractors, consultants, and volunteers shall be covered as insureds with respect to each

of the following: liability arising out of activities performed by or on behalf of Consultant, including the insured's general supervision of Consultant; products and completed operations of Consultant; premises owned, occupied, or used by Consultant; and automobiles owned, leased, or used by the Consultant. The coverage shall contain no special limitations on the scope of protection afforded to City or its officers, employees, agents, contractors, consultants, or volunteers.

- b. The insurance shall cover on an occurrence or an accident basis, and not on a claims-made basis.
- c. An endorsement must state that coverage is primary insurance with respect to the City and its officers, officials, employees, contractors, consultants, and volunteers, and that no insurance or self-insurance maintained by the City shall be called upon to contribute to a loss under the coverage.
- d. Any failure of CONSULTANT to comply with reporting provisions of the policy shall not affect coverage provided to CITY and its officers, employees, agents, and volunteers.
- e. An endorsement shall state that coverage shall not be suspended, voided, or canceled by either party, reduced in coverage or in limits, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City.

4.3 Professional Liability Insurance. If Consultant shall be performing licensed professional services, Consultant shall maintain for the period covered by this Agreement professional liability insurance for licensed professionals performing work pursuant to this Agreement in an amount not less than TWO MILLION DOLLARS (\$2,000,000) covering the licensed professionals' errors and omissions.

- 4.3.1** Any deductible or self-insured retention shall not exceed \$150,000 per claim.
- 4.3.2** An endorsement shall state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City.
- 4.3.3** The policy must contain a cross liability clause.
- 4.3.4** The following provisions shall apply if the professional liability coverages are written on a claims-made form:

- a. The retroactive date of the policy must be shown and must be before the date of the Agreement.
- b. Insurance must be maintained and evidence of insurance must be provided for at least three years after completion of the Agreement or the work, unless waived in writing by the City.
- c. If coverage is canceled or not renewed and it is not replaced with another claims-made policy form with a retroactive date that precedes the date of this Agreement, Consultant must provide extended reporting coverage for a minimum of five years after completion of the Agreement or the work. The City shall have the right to exercise, at the Consultant's sole cost and expense, any extended reporting provisions of the policy, if the Consultant cancels or does not renew the coverage.
- d. A copy of the claim reporting requirements must be submitted to the City prior to the commencement of any work under this Agreement.

4.4 Requirements for All Policies.

- 4.4.1 Acceptability of insurers.** All insurance required by this section is to be placed with insurers with a Bests' rating of no less than A.
- 4.4.2 Verification of coverage.** Prior to beginning any work under this Agreement, Consultant shall furnish City with certificates of insurance and with original endorsements effecting coverage required herein. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The City reserves the right to require complete, certified copies of all required insurance policies at any time.
- 4.4.3 Subcontractors.** Consultant shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.
- 4.4.4 Deductibles and Self-Insured Retentions.** Consultant shall disclose to and obtain the approval of City for the self-insured retentions and deductibles before beginning any of the services or work called for by any term of this Agreement.

During the period covered by this Agreement, only upon the prior express written authorization of the City, Consultant may increase such

deductibles or self-insured retentions with respect to City, its officers, employees, agents, contractors, consultants, and volunteers. The City may condition approval of an increase in deductible or self-insured retention levels with a requirement that Consultant procure a bond, guaranteeing payment of losses and related investigations, claim administration, and defense expenses that is satisfactory in all respects to the City.

4.4.5 Notice of Reduction in Coverage. In the event that any coverage required by this section is reduced, limited, or materially affected in any other manner, Consultant shall provide written notice to City at Consultant's earliest possible opportunity and in no case later than five days after Consultant is notified of the change in coverage.

4.5 Remedies. In addition to any other remedies City may have if Consultant fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, City may, at its sole option exercise any of the following remedies, which are alternatives to other remedies City may have and are not the exclusive remedy for Consultant's breach:

- Obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under the Agreement;
- Order Consultant to stop work under this Agreement or withhold any payment that becomes due to Consultant hereunder, or both stop work and withhold any payment, until Consultant demonstrates compliance with the requirements hereof; and/or
- Declare Consultant in material breach of the Agreement and terminate the Agreement.

4.6 Waiver. The Risk Manager of the City has the authority to waive or vary any provision of Sections 4.2 through 4.5. Any such waiver or variation shall not be effective unless made in writing.

Section 5. INDEMNIFICATION AND CONSULTANT'S RESPONSIBILITIES. Consultant shall indemnify, defend with counsel reasonably acceptable to the City, and hold harmless the City and its officials, officers, employees, agents, contractors, consultants, and volunteers from and against any and all losses, liability, claims, suits, actions, damages, and causes of action arising out of any personal injury, bodily injury, loss of life, or damage to property, or any violation of any federal, state, or municipal law or ordinance, to the extent caused, in whole or in part, by the willful misconduct or negligent acts or omissions of Consultant or its employees, subcontractors, or agents, by acts for which they could be held strictly liable, or by the quality or character of their work. The foregoing obligation of Consultant shall not apply when (1) the injury, loss of life, damage to property, or violation of law arises wholly from the negligence or willful misconduct of the City or its officers, employees, agents, contractors, consultants, or volunteers and (2) the

actions of Consultant or its employees, subcontractor, or agents have contributed in no part to the injury, loss of life, damage to property, or violation of law. It is understood that the duty of Consultant to indemnify and hold harmless includes the duty to defend as set forth in Section 2778 of the California Civil Code. Acceptance by City of insurance certificates and endorsements required under this Agreement does not relieve Consultant from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply to any damages or claims for damages whether or not such insurance policies shall have been determined to apply. By execution of this Agreement, Consultant acknowledges and agrees to the provisions of this Section and that it is a material element of consideration.

In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

Section 6. STATUS OF CONSULTANT.

- 6.1 Independent Contractor.** At all times during the term of this Agreement, Consultant shall be an independent contractor and shall not be an employee of City. City shall have the right to control Consultant only insofar as the results of Consultant's services rendered pursuant to this Agreement and assignment of personnel pursuant to Subparagraph 1.3. Otherwise, City shall not have the right to control the means by which Consultant accomplishes services rendered pursuant to this Agreement. Notwithstanding any other City, state, or federal policy, rule, regulation, law, or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing services under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any and all claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in the California Public Employees Retirement System (PERS) as an employee of City and entitlement to any contribution to be paid by City for employer contributions and/or employee contributions for PERS benefits.
- 6.2 Consultant No Agent.** Except as City may specify in writing, Consultant shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent. Consultant shall have no authority, express or implied, pursuant to this Agreement to bind City to any obligation whatsoever.

Section 7. LEGAL REQUIREMENTS.

- 7.1 Governing Law.** The laws of the State of California shall govern this Agreement.

- 7.2 **Compliance with Applicable Laws.** Consultant and any subcontractors shall comply with all laws applicable to the performance of the work hereunder.
- 7.3 **Other Governmental Regulations.** To the extent that this Agreement may be funded by fiscal assistance from another governmental entity, Consultant and any subcontractors shall comply with all applicable rules and regulations to which City is bound by the terms of such fiscal assistance program.
- 7.4 **Licenses and Permits.** Consultant represents and warrants to City that Consultant and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to practice their respective professions. Consultant represents and warrants to City that Consultant and its employees, agents, any subcontractors shall, at their sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required to practice their respective professions and to perform this Agreement. In addition to the foregoing, Consultant and any subcontractors shall obtain and maintain during the term of this Agreement valid business license from City.
- 7.5 **Nondiscrimination and Equal Opportunity.** Consultant shall not discriminate, on the basis of a person's race, religion, color, national origin, age, physical or mental handicap or disability, medical condition, marital status, sex, or sexual orientation, against any employee, applicant for employment, subcontractor, bidder for a subcontract, or participant in, recipient of, or applicant for any services or programs provided by Consultant under this Agreement. Consultant shall comply with all applicable federal, state, and local laws, policies, rules, and requirements related to equal opportunity and nondiscrimination in employment, contracting, and the provision of any services that are the subject of this Agreement, including but not limited to the satisfaction of any positive obligations required of Consultant thereby.

Consultant shall include the provisions of this Subsection in any subcontract approved by the City or this Agreement.

Section 8. TERMINATION AND MODIFICATION.

- 8.1 **Termination.** City may terminate this Agreement at any time and without cause upon written notification to Consultant.

In the event of termination, Consultant shall be entitled to compensation for services performed prior to the effective date of termination as provided in Section 2. City, however, may condition payment of such compensation upon Consultant delivering to City any or all documents, photographs, computer software, video and audio tapes, and other materials provided to Consultant or prepared by or for Consultant or the City in connection with this Agreement.

- 8.2 Extension.** City may, in its sole and exclusive discretion, extend the end date of this Agreement beyond that provided for in Subsection 1.1. Any such extension shall require a written amendment to this Agreement, as provided for herein. Consultant understands and agrees that, if City grants such an extension, City shall have no obligation to provide Consultant with compensation beyond the maximum amount provided for in this Agreement. Similarly, unless authorized by the City, City shall have no obligation to reimburse Consultant for any otherwise reimbursable expenses incurred during the extension period.
- 8.3 Amendments.** The parties may amend this Agreement only by a writing signed by all the parties.
- 8.4 Assignment and Subcontracting.** City and Consultant recognize and agree that this Agreement contemplates personal performance by Consultant and is based upon a determination of Consultant's unique personal competence, experience, and specialized personal knowledge. Moreover, a substantial inducement to City for entering into this Agreement was and is the professional reputation and competence of Consultant. Consultant may not assign this Agreement or any interest therein without the prior written approval of the City. Consultant shall not subcontract any portion of the performance contemplated and provided for herein, other than to the subcontractors listed in the Consultant's proposal, without prior written approval of the City.
- 8.5 Survival.** All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating liability between City and Consultant shall survive the termination of this Agreement.
- 8.6 Options upon Breach by Consultant.** If Consultant materially breaches any of the terms of this Agreement, City's remedies shall include, but not be limited to, any or all of the following:
- 8.6.1** Immediate cancellation of the Agreement;
 - 8.6.2** Retention of the plans, specifications, drawings, reports, design documents, and any other work product prepared by Consultant pursuant to this Agreement prior to cancellation; and
 - 8.6.3** Retention of a different consultant at Consultant's cost to complete the work described in Exhibit A not finished by Consultant.

Section 9. KEEPING AND STATUS OF RECORDS.

- 9.1 Records Created as Part of Consultant's Performance.** All reports, data, maps, models, charts, studies, surveys, photographs, memoranda, plans, studies, specifications, records, files, or any other documents or materials, in electronic or any other form, that Consultant prepares or obtains pursuant to this Agreement

and that relate to the matters covered hereunder shall be the property of the City. Consultant hereby agrees to deliver those documents to the City at any time upon demand of the City. It is understood and agreed that the documents and other materials, including but not limited to those described above, prepared pursuant to this Agreement are prepared specifically for the City and are not necessarily suitable for any future or other use. Failure by Consultant to deliver these documents to the City within the time period specified by the City shall be a material breach of this Agreement. City and Consultant agree that, until final approval by City, all data, plans, specifications, reports and other documents are preliminary drafts not kept by the City in the ordinary course of business and will not be disclosed to third parties without prior written consent of both parties.

9.2 Consultant's Books and Records. Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to the City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to the Consultant to this Agreement.

9.3 Inspection and Audit of Records. Any records or documents that Section 9.2 of this Agreement requires Consultant to maintain shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of the City. Under California Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds TEN THOUSAND DOLLARS (\$10,000.00), the Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of the City, for a period of three (3) years after final payment under the Agreement.

Section 10 MISCELLANEOUS PROVISIONS.

10.1 Attorneys' Fees. If a party to this Agreement brings any action, including an action for declaratory relief, to enforce or interpret the provision of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees in addition to any other relief to which that party may be entitled. The court may set such fees in the same action or in a separate action brought for that purpose.

10.2 Venue. In the event that either party brings any action against the other under this Agreement, the parties agree that trial of such action shall be vested exclusively in the state courts of California in the County of Santa Clara or in the United States District Court for the Northern District of California.

10.3 Severability. If a court of competent jurisdiction finds or rules that any provision of this Agreement is invalid, void, or unenforceable, the provisions of this Agreement not so adjudged shall remain in full force and effect. The invalidity in

whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.

- 10.4 **No Implied Waiver of Breach.** The waiver of performance or any breach of a specific provision of this Agreement does not constitute a waiver of any other breach of that term or any other term of this Agreement.
- 10.5 **Successors and Assigns.** The provisions of this Agreement shall inure to the benefit of and shall apply to and bind the successors and assigns of the parties.
- 10.6 **Use of Recycled Products.** Consultant shall prepare and submit all reports, written studies and other printed material on recycled paper to the extent it is available at equal or less cost than virgin paper.
- 10.7 **Conflict of Interest.** Consultant may serve other clients, but none whose activities within the corporate limits of City or whose business, regardless of location, would place Consultant in a "conflict of interest," as that term is defined in the Political Reform Act, codified at California Government Code Section 81000 *et seq.*

Consultant shall not employ any City official in the work performed pursuant to this Agreement. No officer or employee of City shall have any financial interest in this Agreement that would violate California Government Code Sections 1090 *et seq.*

Consultant hereby warrants that it is not now, nor has it been in the previous twelve (12) months, an employee, agent, appointee, or official of the City. If Consultant were an employee, agent, appointee, or official of the City in the previous twelve months, Consultant warrants that it did not participate in any manner in the forming of this Agreement. Consultant understands that, if this Agreement is made in violation of Government Code §1090 *et seq.*, the entire Agreement is void and Consultant will not be entitled to any compensation for services performed pursuant to this Agreement, including reimbursement of expenses, and Consultant will be required to reimburse the City for any sums paid to the Consultant. Consultant understands that, in addition to the foregoing, it may be subject to criminal prosecution for a violation of Government Code § 1090 and, if applicable, may be disqualified from holding public office in the State of California.

Consultant certifies that it has not paid any direct or contingent fee, contribution, donation or consideration of any kind to any firm, organization, or person (other than a bona fide employee of Consultant) in connection with procuring this Agreement, nor has Consultant agreed to employ or retain any firm, organization, or person in connection with the performance of this Agreement as a condition for obtaining this Agreement.

10.8 Solicitation. Consultant agrees not to solicit business at any meeting, focus group, or interview related to this Agreement, either orally or through any written materials.

10.9 Contract Administration. This Agreement shall be administered by Name of City Staff who is authorized to act for, and on behalf of, City. All correspondence shall be directed to or through the Contract Administrator or his or her designee.

10.10 Notices. Any written notice to Consultant shall be sent to:

Consultant Name
Name, Principal-in-Charge
Address

Any written notice to City shall be sent to:
Jeff Moneda, Public Works Director/City Engineer
455 East Calaveras Boulevard
Milpitas, California 95035

10.11 Professional Seal. Where applicable in the determination of the City, the first page of a technical report, first page of design specifications, and each page of construction drawings shall be stamped/sealed and signed by the licensed professional responsible for the report/design preparation.

10.12 Integration. This Agreement, including the exhibits, represents the entire and integrated agreement between City and Consultant and supersedes all prior negotiations, representations, or agreements, either written or oral.

10.13 Exhibits. All exhibits and attachments to exhibits referenced in this Agreement are incorporated by reference herein.

CITY OF MILPITAS

CONSULTANT
Consultant Name

Thomas C Williams, City Manager

Name & Title

Taxpayer Identification Number

APPROVED AS TO FORM:

Michael J. Ogaz, City Attorney

Corporate Entity Number

APPROVED AS TO CONTENT:

Jeff Moneda, Public Works Director/City Engineer

Sample Exhibit A must follow format with description and deliverable
EXHIBIT A

DEMPSEY ROAD UTILITY IMPROVEMENTS PROJECT

**SCOPE OF SERVICES FOR THE DEMPSEY ROAD WATER LINE REPLACEMENT,
EAST SEGMENT TWO, OF THE SEISMIC WATER LINE “LOS COCHES BACK BONE”,
ABEL STREET PIPE LINE EXTENSION, AND DEMPSEY ROAD STORM DRAIN
REPLACEMENT**

General Descriptions of Projects:

“Dempsey Road/Los Coches East”, City Project No’s. 7118 & 7100

The Dempsey Road Waterline Replacement and Seismic Water Line Back Bone, Segment Two “Los Coches”, Project No’s. 7118 & 7100, are included in the approved City of Milpitas Capital Improvement Program. The City’s objective is to connect Gibraltar and Ayer Pump Stations and work out radially to install a waterline backbone. The City of Milpitas has two water service providers - San Francisco Public Utilities Commission “Hetch Hetchy” (SFPUC) and Santa Clara Valley Water District (SCVWD). The Dempsey waterline segment is served by the existing SFPUC pipe network and the Los Coches line will be served by a new turnout proposed to be constructed by SFPUC on Los Coches Street at the SFPUC transmission line crossing. The City is going to break the project into two design and construction package the “East” and “West” half.

The “East Portion” of the project will include the replacement or installation of several segments. All of the pipe segment along the “east portion” shall be installed to the seismic water line design standard (ductile iron pipe with restraint joints such as TR flex, May 2006 by DSWA, backbone priority 2 segment update). Segment E-1, the replacement of existing 12” waterline on Dempsey Road between Calaveras Boulevard and Yosemite Drive that was installed circa 1950 with a new 16” waterline. Segment E-2, a new 16” waterline crossing under I-680 between Los Coches and Dempsey adjacent and parallel to the existing Los Coches Creek box culvert beneath I-680. Segment E-3, a new 16” waterline from Dempsey to Ayer Pump Station. The proposed alignment would need to connect to all existing services and provide new services to critical facilities along the alignment. See Attachment A for a preliminary proposed alignment.

“Los Coches West” (Work not included in this Agreement, for information only)

The west portion of the project will include the installation of several segments: Segment W-1, a new 16” waterline from segment E-2 termination point on the west side of I-880 to the new SFPUC turnout on Los Coches. Segment W-2, a new 16” waterline from the new SFPUC turnout to Segment One of the S. Milpitas Blvd backbone. Segment W-3, replace the existing 15” waterline on Hillview with a new 16” waterline between Calaveras Blvd. and segment W-1.

“Dempsey Road Storm Drain Replacement”, City Project No. 3709

Along with the replacement of the waterline on Dempsey Road the City is going to install three segments of storm drain lines and two out falls into Los Coches Creek per the 2013 Storm Drain Master Plan. See Attachment B for a preliminary proposed segment alignment and sizing. The proposed alignment would need to connect to existing storm drain curb inlets, existing private property connections, and add new inlets in locations where localized ponding occurs. The project would also install flap gates at the existing outfalls just west of Park Victoria Dr. and Los Coches Creek. See Attachment C for Environmental document associated with the 2013 Storm Drain Master Plan work.

“Abel Street Pipe Line Extension”, City Project No. 7117

The Abel Street waterline work will install 12” C9xx piping rated for the City’s pressure zones to connect three "dead-end" pipes, one on Abel Street and two on Carlo Street per the 2009 Water Master Plan Update. See Attachment D for a preliminary proposed alignment.

Consultant Team for Projects

Through the City’s consultant selection process, CONSULTANT has been selected to provide the design services for the Dempsey Road Water Line Replacement, East Segment Two, of the Seismic Water line “Los Coches East Back Bone” and Abel Street Pipe Line Extension, as described above. CONSULTANT agrees to complete each of the task outlined below in strict accordance with this Agreement and subject to City review and approval.

All existing utility lines being replaced or modified will need to remain in-service up until the replacement lines can be utilized. All appropriate utility bypasses or “high-lines” will need to be developed for this project. The existing lines not selected for removal by the City will need to be decommissioned and properly abandoned. Various encroachment permits, right of entry, environmental permits and easement crossing will need to be acquired prior to installation of the new utility lines. The City wants to implement construction as soon as all right-of-way, easements and permits/approvals can be obtained for the project.

CONSULTANT and the CITY recognize the importance of the need to maintain the CONSULTANT’s key personnel throughout the entire duration of this Agreement. CONSULTANT shall not make any changes to the assigned personnel listed below without City written approval:

Design Team:

Principal, Steve Bui, P.E.

Project Manager, Mike Matson, P.E.

Project Engineer, Jennifer Glynn, P.E.
Project Engineer, Madison Casserly
Hydraulic Modeling, Emmalynne Roy, P.E.
Utility Coordination, Isaac Serrano
Permitting, Katie Cole
Environmental Review, Robin Cort
QA/QC Review, Glenn Hermanson, P.E.

Sub-Consultants:

Jacobs Associates, Geotechnical Engineering
49 Stevenson Street, 3rd Floor
San Francisco, CA 94105

Exaro Technologies Corporation, Utility Potholing
1831 Old Bayshore Hwy.
Burlingame, CA 94010

Cross Land Surveying Inc., Surveying
2210 Mount Pleasant Rd 2210
San Jose, CA 95148

Cornerstone Earth Group, Environmental Testing
1259 Oakmead Parkway
Sunnyvale, CA 94085

JDH Corrosion Consultants, Inc., Cathodic Protection
1100 Willow Pass Ct.
Concord, CA 94520

HT Harvey & Associates, Environmental Survey
983 University Avenue, Building D
Los Gatos, CA 95032

TJC & Associates, Inc., Structural
3206 Luyung Drive
Rancho Cordova, CA 95742-6830

Task 1 - Concept Design:

1. Initial Project Design Meeting – CONSULTANT shall meet with CITY staff to (i) review concept design approach and scope, (ii) review project goals, expectations, budget, scope and schedule, (iii) verify regulatory items, approval process and administrative procedures, and (iv) clarify CITY preferred materials, equipment and available maintenance resources.

DELIVERABLE:

- Attend one (1) meeting in person to discuss concept design and scope. Prepare meeting preparation materials and meeting summary memorandum (2 hardcopies and one .pdf file via email).
2. See Task 2 for assessments and investigations.
 3. Prepare preliminary design plans that include each of the following:
 - a. Preliminary layout of improvements in compliance with all applicable codes and regulations as adopted by the City of Milpitas.
 - b. Preliminary construction estimate.
 - c. Preliminary construction schedule.
 - d. Environmental surveys.
 - e. Proposed easements/right-of-way that would need to be obtained, including temporary construction easements.
 - f. Proposed locations for soil boring and environmental soil testing sites.
 - g. Sketches of/images/cut sheets of proposed materials.
 - h. Prepare outline of technical specification.
 - i. Evaluate to determine if the improvement project would fall outside the requirements of the Mitigated Negative Declaration for the storm drainage work and a categorical exemption for the remaining work.
 - j. The use of cost effective design, materials that require minimal maintenance.
 - k. Identify permits and project approvals that will need to be obtained.

DELIVERABLE:

- Preliminary design plans and narrative memorandum for City review and comment (2 hardcopies and one .pdf file via email).
4. Using program elements and Task 2 findings from the site investigation and information gathering, prepare a concept plan for the improvements. The concept plan shall address regulatory compliant and identified master plan improvements then the balance of the improvements budget can be applied toward betterments.

DELIVERABLE:

- One (1) Concept Plan document for City review and approval (2 hardcopies and one .pdf file via email).
5. CONSULTANT shall meet with CITY staff to review issues associated with each of the proposed concepts and identify a preferred alternate.

DELIVERABLE:

- Attend one (1) meeting in person to review concept plans. Prepare meeting agenda and summary memorandum (2 hardcopies and one .pdf file via email).

6. a. CONSULTANT shall develop final plan within the City's Not to Exceed construction budget of \$4,500,000 for the Dempsey Road Water Line Replacement, Segment Two, of the Seismic Water line "Dempsey Road/Los Coches Back Bone East" and Abel Street Pipe Line Extension.

b. CONSULTANT shall develop final plan within the City's Not to Exceed construction budget of \$1,450,000 for the Dempsey Road Storm Drain Replacement. The City has not secured the funds for the construction of the Dempsey Road Storm Drain Replacement and will determine if the project will be awarded at the time of Project Award.

DELIVERABLE:

- Final Concept Plan incorporating all City comments (2 hardcopies and one .pdf file via email).
7. CONSULTANT shall, with the CITY'S input, develop a project schedule for the Design and Construction phases of the Project. CITY wishes to put the project out to bid for construction in once all permits and right-of-way are obtained.

DELIVERABLE:

- Project Schedule for design and construction phases (on MS Project 2007 file and one .pdf file via email).

Task 2: Field and Document Investigation for Design

1. Condition assessment and evaluation of the utility lines at the connection points between old and new work through enlarged potholes at proposed connection locations. The new work shall be tie-in into the existing system at a point suitable for continued operation for a minimum 10 year period.
2. Field investigation and data collection of the existing conditions, all existing utility lines, and future water and storm drain line alignment for the Dempsey Road Water Line Replacement, East Segment Two, of the Seismic Water line "Los Coches Back Bone", Dempsey Road Storm Drain Replacement, and Abel Street Pipe Line Extension shall also include review of as-builts, and other information available for the project site.
 - a. CITY will provide, but cannot guarantee the accuracy of:
 - i. Available as-built plans in hard copy.
 - b. CONSULTANT to perform:
 - i. Field survey for
 1. Size and location of improvements
 2. Size and location of existing structures
 3. Size and location of existing utilities
 4. Soil borings for determining soil conditions

Deleted:

5. Soil sampling to determine proper disposal of soil
 6. Soil sampling for determining cathodic protection system
 7. Location of existing right-of-way and easements
 8. Generating temporary construction easements
 9. Biological resource surveys identified in the Storm Drain Master Plan Mitigation Monitoring and Reporting Plan.
 10. Other information that is necessary to design the improvements.
- ii. Preparation of additional As-built CADD drawings not provided by the City must be approved in writing prior to proceeding with the work.
- c. CONSULTANT shall verify locations and inverts of existing underground piping related to the Dempsey Road Water Line Replacement, East Segment Two, of the Seismic Water line “Los Coches Back Bone” and Abel Street Pipe Line Extension, Dempsey Road Storm Drain Replacement, and the “as-built” plans provided by the City.
- d. CONSULTANT shall field verify all known utility crossings of the proposed waterline and storm drain alignments by potholing to determine the size and location of the utility. All potholes shall be properly backfilling and the surfacing shall be restored by the Consultant.
- e. CONSULTANT shall perform up to 85 potholes. Any additional underground utility locating required shall be performed upon receipt of written authorization from the City.
4. Based on the findings of the field investigation and condition assessment additional design scope may be necessary including; structural engineering. This additional design scope must be authorized by the City in writing prior to proceeding with the work.

Task 2 Deliverables:

- Memorandum of condition assessment and evaluation to the City.
- Backfill and surface restoration at pot hole locations.
- Field survey report.
- Pothole report.
- Memorandum of revised design scope as required based on condition assessment.

Task 3: Final Design

Objective:

Prepare bid documents, including specifications, drawings, and cost estimates within the CITY’s cost plan and conceptual design in compliance with Public Contracts Code for a Public Works Project.

1. Prepare and submit construction plans, specifications and estimates (submittals 50%, 98%, and final design 100%). The 98% CITY's incorporate submittal shall be used to obtain all necessary agency permits. The 100% design package shall incorporate comments for obtaining necessary agency permits and CITY comments and will be used for bidding the work. For each phase of design development, the CONSULTANT shall respond to and incorporate CITY's comments. CONSULTANT shall schedule a minimum of four (4) weeks for City review of each submittal. The 50% and 98% submittals shall include one (1) complete hard copy sets of plans, specifications and calculations. The 100% submittal shall include three (3) complete hard copy sets of plans, specifications, and calculations stamped by a California licensed professional engineer. Submittals shall also be submitted on CD or DVD in AutoCAD 2013 or later version and PDF formats. Specifications shall be in MS Word 2007 format, and cost estimate shall be in MS Excel 2007.

DELIVERABLE:

- Fifty percent (50%) Construction Plans (full size on bond paper), Specifications, and Estimates for City review and comment.
 - Ninety-Eight percent (98%) Construction Plans (full size on bond paper), Specifications, and Estimates for City review and comment.
 - Ninety-Eight percent (98%) Construction Plans for Permitting (full size on bond paper) Specifications, and Estimates with City comments incorporated for submittal to outside agencies for permits.
 - One Hundred percent (100%) Construction Plans (full size on bond paper), Specifications, and Estimates incorporating City and Agency permitting comments.
 - All documents necessary for the City to obtain right-of-entry agreements, acquire right-of-way and easements or similar approvals to construct and maintain the proposed water and storm drain lines. Fee estimate assumes up to three plats and associated legal descriptions.
 - Obtain all required permits to construct the improvements. CITY will pay associated fees. Currently the permits identified for this scope will be required from: Caltrans, OSHA, California Department of Fish & Wildlife, Santa Clara Valley Water District, US Army Corps of Engineers, California Department of Public Health, and regulatory discharge permits for water used or encountered during construction.
2. CONSULTANT shall attend Team Meeting: Present 50%, 98%, 100% Construction Documents package to CITY for review.

DELIVERABLE:

- Attend team meetings in person to present 50%, 98%, and 100% Plans, Specifications and estimates, as requested by City. Prepare meeting agendas and summary memoranda (.pdf format via email).

GENERAL REQUIREMENTS

1. CONSULTANT shall coordinate and manage sub-consultants throughout the term of the Agreement.
2. Plan sheet size shall be 24x36, plans shall be at reasonable scales, but not smaller than 1"=40' for site, and Civil. Details shall be of a minimum size to easily read and understand the information that is being conveyed.
3. CONSULTANT shall be responsible for meeting the requirements of the CITY Standards, Outside Agencies, Local, State, and Federal codes and regulations, and CEQA submittal and approval requirements.
4. Where applicable, the CONSULTANT shall design the Project in compliance with latest CITY, State, and Federal Storm Water Pollution Prevention, Stormwater Treatment Requirements "C3" and Erosion Control guidelines. CONSULTANT shall provide Erosion Control Plan details, guidelines and technical specification section for the Contractor to use in preparing the project Storm Water Pollution Prevention Plan "SWPPP" and compliance with the State Notice of Intent "NOI" requirements if the threshold of disturbed area is exceeded.
5. CONSULTANT shall prepare the Project Plans using the CITY's Standard Title Block to be located at the bottom right of each Plan sheet (CITY to provide title block in AutoCAD).
6. Project Specifications shall be prepared using the CITY's standard front end template (CITY to provide in MS Word). CITY also has several Technical Specification Sections, which are also standard that may be used on the project. If CONSULTANT uses CITY provided technical sections the CONSULTANT shall be solely responsible and accountable for all design of the project. All other technical specification sections shall be prepared by the CONSULTANT. The specifications shall be created in conformance with the current industry standard, Construction Specification Institute "CSI" 16 Division format. The technical specifications shall be coordinated with the plans, CITY Standard front end template, and all the design disciplines. The technical specifications shall also accurately reflect the design plans for all the design disciplines. The construction documents shall conform to the applicable: Current California Codes as adopted by the City of Milpitas, and all other applicable local, State and Federal codes, regulations, permit requirements, and conditions necessary for issuance of the necessary permits for construction. The specifications shall include measurement and payment wording. CONSULTANT shall coordinate the inclusion of the technical specifications into the front-end specifications as one packet. CONSULTANT shall provide estimated construction costs in the form of the contractor bid proposal format. Unit cost items shall be used whenever possible.

The construction schedule shall be specified in working days or calendar days as approved by CITY.

7. Where applicable, CONSULTANT shall assist the CITY in coordination with utility companies including submittal of all necessary service applications. CONSULTANT shall provide all necessary information requested by utility companies. CONSULTANT shall incorporate utility company comments into the design. CONSULTANT shall incorporate utility company review and approval times into the overall project schedule.
8. Where applicable, CONSULTANT shall obtain all necessary outside agency permits/approvals/clearances on behalf of the CITY in order to construct the improvements, CITY will pay all applicable permit/approval/clearances fees. CONSULTANT shall provide all necessary information requested by outside permitting agencies and generate the necessary documents to obtain the required project permits. CONSULTANT shall incorporate outside permitting agencies comments into the design. CONSULTANT shall incorporate outside agency review and approval times into the overall project schedule.
9. Where applicable, CONSULTANT shall perform all necessary environmental documentation and surveys required to comply with the California Environmental Quality Act (CEQA) on behalf of the CITY in order to construct the improvements. CONSULTANT shall provide necessary information requested by outside parties and the CITY. CONSULTANT shall incorporate CITY and relevant parties' comments into the design. CONSULTANT shall incorporate time to obtain environmental permits, clearance review and approvals into the overall project schedule.
10. Where applicable, CONSULTANT shall assist the CITY in obtaining all necessary easements and right-of-way in order to construct the improvements. CONSULTANT shall provide all necessary documentation and plans to obtain the respective easement or right-of-way. CONSULTANT shall incorporate time to obtain easements or right-of-way into the overall project schedule. CITY shall be responsible for all easement and right-of-way negotiations and acquisitions.
11. CONSULTANT shall install Temporary Bench Mark(s) (TBM) that can be used for both the design and construction portions of the project. The TBM shall be referenced on the design plans and tied to the location(s) of the new improvements.
12. Final plans ready for bidding shall be submitted wet signed/stamped hard copy on bond paper and on compact disk (CD) in AutoCAD 2013 or later version and PDF formats.

Task 4: Quality Control/Quality Assurance (QC/QA):

CONSULTANT shall prepare plans, specifications, estimates, calculations, and other documents with the highest level of quality, free of technical and grammatical errors. CONSULTANT shall implement and maintain the following minimum quality control procedures during the preparation of plans, specifications, estimates, calculations and all other documents relating to this project:

- Design and calculations are independently checked, corrected and back checked by the CONSULTANT;
- When different disciplines are involved, means to assure that conflicts and misalignments do not exist;
- QC/QA program shall provide for review and assurance of complete coordination and compatibility between the plans, specifications and estimated quantities;
- QC program shall include field reviews and review of all pertinent materials to verify compatibility of design with existing facilities.

CITY reviews of these documents shall not be considered part of the QC/QA program, but are only intended to be for review of scope and to coordinate with other departments. QC/QA, compatibility, workable design and constructability of the design is the CONSULTANT's sole responsibility.

Packages submitted for review by the CITY shall be accompanied by a QA/QC statement signed by a principal within the firm that they have reviewed the package and find that is in compliance with Tasks 1 and 3 of this scope of work.

DELIVERABLE:

- Signed QA/QC statement with each submittal in Tasks 1 and 3.

Task 5: Bidding Support Services:

CITY will be responsible for advertisement for bid of the project. CONSULTANT shall assist CITY during bid solicitation process. CONSULTANT shall provide bid phase services, as requested by the CITY through award of the construction contract including the following: response to bidders' inquiries, preparation of addenda, attend and assist at two (2) pre-bid meetings, review and evaluation of bids. Upon completion of bidding, CONSULTANT shall prepare a "Conformed" package of plans and specifications revised to incorporate all addenda ready to issue for contract award and construction. CONSULTANT shall submit one (1) signed conformed set of contract documents hard copy on bond paper and one electronic copy on CD or DVD in AutoCAD 2013 or later version, MS Word and PDF formats.

DELIVERABLE:

- Answer bidder questions as requested by the CITY during the bid process
- Attend two (2) Pre-bid meetings in person

- Assist and draft addenda/response to bidder inquiries, if needed
- Assist in bid evaluation as requested by CITY
- Conformed plans & specifications (One signed hard copy set wet signed/stamped by a California licensed professional on bond paper, One set on CD or DVD in AutoCAD 2013 or later version, MS Word 2007, and PDF formats)

Task 6: Construction Administration Support:

1. CONSULTANT shall provide limited Construction observation services and project administration duties commencing with the award of the construction contract and shall terminate at the conclusion of the warranty/guarantee periods for the Contractor's work. CONSULTANT shall be responsible for the construction observation and managing of the trenchless technology crossing in the project. CONSULTANT services during construction consist of activities requested by the CITY. The CITY shall act as the project construction manager during construction.
2. CONSULTANT shall advise and consult with the CITY in all matters associated with CITY requests for support and shall promptly submit its observations, recommendations, and reports to the CITY.

Deleted:

DELIVERABLE:

- Submit reports of observations (.pdf format via email).
3. CONSULTANT shall provide technical and construction administration services within professional standards to observe and determine if the CONTRACTOR is in compliance with the intent of the contract documents and the timely completion of the Project, to the extent required in this Scope of Work.
 4. CONSULTANT shall attend the Project pre-construction conference and other meetings as specified in project specifications.

DELIVERABLE:

- Attend pre-construction meeting in person (one meeting).
 - Attend other meetings as specified in the project specifications in person.
5. CONSULTANT, as a representative of the CITY, shall visit the site at intervals appropriate to the stage of the Contractor's operations, or as otherwise agreed by the CITY and the CONSULTANT, (1) to become familiar with and to keep the CITY informed about the progress and quality of the portion of the work completed, (2) to endeavor to guard the CITY against defects and deficiencies in the work, and (3) to endeavor to determine if the work is being performed in a manner such that the work, when fully completed, will be in accordance with the construction contract. The CONSULTANT shall neither have control over or charge of, nor be responsible for, the construction means, methods, techniques,

sequences or procedures, or for safety precautions and programs in connection with the work, since these are solely the construction contractor's rights and responsibilities under the contract with City. The CONSULTANT shall prepare observation reports on the days that the CONSULTANT is on site. The CONSULTANT's level of effort assumes that site visits will be combined with construction meetings to limit the man-hours associated with site visits. Material testing such as: compaction testing, concrete testing, pavement testing, will be provided by a Third Party Special Inspection Company hired by the City.

DELIVERABLE:

- Perform regular site visits and report deviations/observations.
6. CONSULTANT shall attend construction meetings, as scheduled, with the Contractor, or as requested by the CITY. The CITY shall run the construction meetings. CONSULTANT shall provide commentary to the CITY on material issues. Construction meetings are anticipated to be held once a week for the first two months and every other week after that.

DELIVERABLE:

- Attend construction meetings in person as requested by the City.
7. To the extent of its involvement during construction, CONSULTANT shall keep the CITY informed of its observations of the progress of the Project. CONSULTANT shall have an elevated presence during construction for shaft excavation and tunneling activities to provide an appropriate level of observation of contractor's work by qualified individuals from CONSULTANT's geotechnical engineering subconsultant. CONSULTANT will work in close coordination with CITY's construction manager regarding observation and reporting of tunneling observations. The level of effort for tunneling observations is limited to the budgeted fee under this subtask unless otherwise authorized by the City in writing.

DELIVERABLE:

- Keep the City informed of the progress of the project.
8. CONSULTANT shall promptly report in writing to the CITY any known or observed deviations from the construction contract and from the most recent construction schedule submitted by the Contractor. However, the CONSULTANT will not be responsible for the construction contractor's failure to perform the work in accordance with the requirements of the construction contract.

DELIVERABLE:

- Report in writing any deviations from the project schedule.

9. As requested by and forwarded from the CITY, CONSULTANT shall review and respond to construction contractor's Requests for Information (RFI's) and submittals including shop drawings, product data, and samples, for conformance with the design concept expressed in the Project construction contract. CONSULTANT shall coordinate its review and response to these documents with the CITY and the construction contractor as needed to allow for work to proceed, and be cognizant of the construction contractor's progress and schedule. In this regard, CONSULTANT shall work in good faith with the contractor and the CITY to prioritize the processing of critical path RFI's and submittals and other contractor submitted documents as outlined in this scope of work. CONSULTANT's review and response to RFI's and submittals shall be done in a timely and expeditious manner. So long as construction contractor fully complies with the Project's approved submittal schedule, CONSULTANT shall review and respond to required submittals with such reasonable promptness as to cause no delay in the work, while allowing sufficient time to provide adequate review. Generally, such review shall take no more than four (4) working days for RFIs and ten (10) calendar days for all other submittals, so long as such submittals are timely and complete. CONSULTANT shall review submittals for completeness and issue rejections of submittals on incompleteness grounds as soon as professionally possible, but in no event later than five (5) working days from receipt of submittal from CITY. If additional time is required to review and respond to RFI's or submittals due to circumstances beyond CONSULTANT's reasonable control, CONSULTANT shall notify the CITY in writing of the grounds for such delay and request additional review and processing time from the CITY, the approval of which shall not be unreasonably withheld, but such determination shall be based upon the critical path of the subject document and the overall impact to the construction contractor's progress. In such cases, CONSULTANT shall make good faith efforts to resolve or remedy the delay in an expeditious manner.

In cases where CONSULTANT's late response is due to CONSULTANT's negligence, omission, intentional misconduct, or reckless conduct, CONSULTANT shall be held liable for that portion of delay damages incurred by the CITY arising from the CONSULTANT's conduct.

DELIVERABLE:

- Review submittal/shop drawings and provide comments.
 - Review and response to RFI's.
10. CONSULTANT shall maintain a record of submittals and copies of submittals supplied by the Contractor and provided to the CONSULTANT by the CITY in accordance with the requirements of the construction contract. The CITY shall maintain a log of submittals submitted from the Contractor to the CITY; the CONSULTANT shall maintain a log of submittals transmitted from the CITY to the CONSULTANT.

DELIVERABLE:

- Maintain record of and copies of contractor submittals.
11. CONSULTANT shall review requests by the CITY for changes in the work, including adjustments to the contract price or time of completion. CONSULTANT shall provide a recommendation to the CITY in writing.
- a. CONSULTANT shall review and respond to Contractor-submitted Potential Change Order within five (5) working days of its receipt.
 - b. CONSULTANT shall assist the CITY in the preparation of Change Orders and Construction Change Directives with appropriate supporting documentation and data as necessary, for the CITY's approval and execution in accordance with the contract documents. Professional services for researching and preparing Change Orders or Construction Change Directives to correct errors and omissions caused by CONSULTANT shall be provided at no additional cost to the CITY.
 - c. CONSULTANT shall identify causes for Change Orders to the CITY in writing for CITY's review.
 - d. CONSULTANT shall maintain all records relative to changes in the work.
 - e. CONSULTANT shall be responsible for those costs associated with any and all Change Orders and/or delays to the extent caused by CONSULTANT's negligent, omission, intentional, or reckless errors.

DELIVERABLE:

- Draft Change Orders and Construction Change Directives, as requested by the City.
12. CONSULTANT may, after receiving approval from the CITY, reject work that does not conform to the contract documents. Whenever CONSULTANT considers it necessary or advisable for implementation of the intent of the contract documents, CONSULTANT will notify the CITY when Consultant feels additional inspection or testing of the work in accordance with the provisions of the contract documents is necessary.

DELIVERABLE:

- Notify City when additional testing and/or inspection are necessary.
13. CONSULTANT shall review reports, summaries, instruction books, operational manuals, warranties, and other construction contractor provided documents to determine in general, whether or not the construction contractor is in compliance with the contract documents.

DELIVERABLE:

- Review contractor provided reports, manuals, warranties and other documents.

14. As directed by the CITY, CONSULTANT shall assist the CITY in fulfilling the legal requirements and mandates of third-party regulatory agencies.

DELIVERABLE:

- Assist City in fulfilling legal requirements.

15. CONSULTANT's certification for payment shall constitute a representation to the CITY, based on the CONSULTANT's evaluation of the work and on the data comprising the Contractor's Application for Payment, that, to the best of the CONSULTANT's knowledge, information and belief, based on its observations of the work, the work has progressed to the point indicated and that the quality of the work is in accordance with the construction contract documents. The foregoing representations are subject (1) to an evaluation of the work for conformance with the construction contract documents upon substantial completion, (2) to results of subsequent tests and inspections, (3) to correction of minor deviations from the construction contract documents prior to completion, and (4) to specific qualifications expressed by the CONSULTANT.

DELIVERABLE:

- Review construction contractor progress payments.

16. CONSULTANT shall respond to CITY's questions in writing when such questions are necessary to provide clarification to the plans and specifications.

DELIVERABLE:

- Respond to City questions.

17. CONSULTANT shall generate supplemental drawings and clarifications, as necessary, or as may be requested by the construction contractor or the CITY to clarify the design intent at no additional cost to the CITY.

DELIVERABLE:

- Generate Engineering Supplemental Instruction (ESI), as necessary.

18. CONSULTANT shall review Notices of Potential Claim and render written decisions, subject to City review and approval, on all Notices of Potential Claim, claims, disputes or other matters in question between the CITY and construction contractor relating to the execution or progress of the work as provided in the contract documents within five (5) working days or as agreed to by CONSULTANT and CITY.

DELIVERABLE:

- Review notices of potential claims, claims, or disputes.
19. CONSULTANT shall prepare a final punch list of any discovered incomplete and/or unaccepted items of the construction work for the CITY's review and approval. CONSULTANT shall make, with the CITY, a final close-out walk-through of the Project when all punch list items have been corrected in accordance with the requirements of the construction documents.

DELIVERABLE:

- Prepare a project punch list and attend the punch list walk.
- Attend one post punch list walk to verify that items on the punch list have been corrected, and issue a follow up punch list of any outstanding items.

Task 7: Record Documents and Project Closeout

1. CONSULTANT shall review Contractor supplied and CITY provided operation and maintenance manuals, and warranties.

DELIVERABLE:

- Review and provide comments on operation and maintenance and warranties manuals.
2. CONSULTANT shall maintain up to date Record Drawings throughout project construction. Prior to acceptance of the Project by the City, CONSULTANT shall review for accuracy and completeness the Contractor's as-built drawings and specifications, and shall return them for Contractor revision if they are not accurate and complete. CONSULTANT shall incorporate all changes shown on the Contractor's As-Built Drawings, executed RFI's, submittals, and Contract Change Orders from the Conformed set into a final Record Drawing set. CONSULTANT shall also draft and initial the official Record Drawings and submit both a hard copy on Mylar and an electronic copy in AutoCAD 2013 and GIS shape file format, PDF and TIF on digital video disc (DVD) to the CITY within 25 days of receipt of completed Contractor red line drawings. CONSULTANT to provide the CITY a hardcopy check set of the As-Built Drawings for review prior to printing the Mylar set.

DELIVERABLE:

- Hard copy check set of the record drawings for review by CITY prior to printing the Mylar set.
- Record drawings (1 hard copy check set, 1 hard copy on Mylar, and 1 electronic copy on DVD in AutoCAD 2013 or later version, PDF and TIF formats)

3. Prior to the expiration of each of the Contractor's warranties and guarantees, CONSULTANT shall perform a careful review of the work subject to each warranty and guarantee. CONSULTANT shall immediately report discovered defective materials or workmanship to the CITY so that the CITY may make timely demand to the Contractor to repair the defects.

DELIVERABLE:

- Review and report any deficiencies prior to the expiration of the Contractor's warranties and/or guarantees.
4. Upon request of the CITY, and prior to the expiration of one year from the date of Substantial Completion, the CONSULTANT shall conduct a meeting with the CITY and the CITY's Designated Representative to review the facility operations and performance and to make appropriate recommendations to the CITY.

DELIVERABLE:

- Attend meeting in person as requested by City.

Task 8: Additional Services

1. CITY will provide written direction and a budget for any additional service to be performed. Written authorization must be obtained from the CITY prior to the CONSULTANT beginning additional services. The CITY will not be responsible for additional work that the CONSULTANT performs prior to receiving written authorization.

EXHIBIT B
COMPENSATION SCHEDULE

Consulting Services Agreement between
City of Milpitas and Consultant Name

EXHIBIT C
INSURANCE DOCUMENTS

Consulting Services Agreement between
City of Milpitas and Consultant Name